

Selection Process

The process will include a panel interview and other related test components. An extensive background and fingerprint check is required for these positions. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Tentative Recruitment Schedule

First Review of Applications - July 19, 2013
Oral Board Interviews - Week of August 4, 2013
Start Date - September 2013



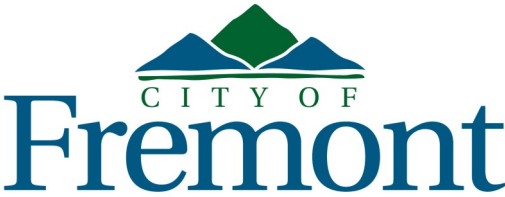
Contact the City

Phone: (510) 494-4660
Website: www.fremont.gov/employment

Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:   

13POL13 & 13FIR05 Posted: 07/11/13



Invites Your Interest
In The Following Positions

Administrative Assistant
(Two Unique Positions)
Police and Fire Departments



If you have a proven track record of excellence and a desire to be an integral part of one of our coveted public safety teams, the City of Fremont Police or Fire Department may be the place for you!

Application deadline is
July 19, 2013 at 12 noon

YOUR FUTURE IS IN FREMONT

Fremont, a City on the Move!

Recently ranked fifth on the “Best Run City in America” list by *24/7 Wall St.* and America’s third “Sharpest, Smartest City” by *Reader’s Digest*, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 215,000 residents.

As a full service City, Fremont employs over 832 regular employees and has an annual operating budget of \$149.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City of Fremont employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.

The Positions

The **Police Department has a rare full-time opening for an Administrative Assistant to a Police Captain.** Responsibilities include communicating with the public on sensitive issues; answering complaints on behalf of the Captain; compiling data from rough drafts for various documents including confidential matters and processing various forms.

The **Fire Department has a challenging part-time opportunity in its Training/Emergency Management Services (EMS) Division.** This critical support position works closely with the Deputy Fire Chief and two Staff Captains, and performs a variety of complex administrative duties, including managing training records and

calendars, booking training facilities and maintaining extensive databases using various public safety software applications.

Examples of Duties

- ◆ Performs a variety of secretarial and complex clerical duties in support of an assigned division or section.
- ◆ Sets up and maintains statistical and operational records.
- ◆ Screens calls, visitors, mail and takes action appropriate to request/situation, independently responds to letters and general correspondence of a routine nature.
- ◆ Makes travel arrangements.
- ◆ Maintains appointment schedules and calendars.
- ◆ Arranges meetings and conferences.
- ◆ Schedules facilities reservations as necessary.
- ◆ Operates a variety of office equipment including computer equipment and uses a variety of software programs as appropriate.
- ◆ Develops and maintains spreadsheets, databases and other automated systems.
- ◆ Maintains inventory and office supplies.
- ◆ Prepares purchase orders.
- ◆ Provides lead oversight as appropriate to clerical personnel.
- ◆ Preserves confidentiality of sensitive material routinely encountered as part of work assignments.
- ◆ Recommends organizational procedural changes affecting clerical activities.
- ◆ Initiates and maintains a variety of files and records.
- ◆ Provides administrative support on special projects and/or programs within assigned division.
- ◆ Routes agreements and contracts through the signature process.
- ◆ Coordinates or participates in preparation for meetings, presentations and events.

- ◆ Posts and maintains information on department/division intranet and/or internet website pages.
- ◆ Participates in the preparation of assigned budget.
- ◆ Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Ideal Candidates

The City is searching for highly organized, independent and effective team players who are able to multi-task in fast-paced work environments. The ideal candidates must have knowledge of modern office practices and procedures, computer equipment and software applications related to assignments, such as MS Office Suite. Administrative Assistants must demonstrate the ability to communicate effectively orally and in writing, while comfortably working in diverse environments.

Education & Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be education and/or experience equivalent to completion of the twelfth grade or equivalent, supplemented by course work in business/public administration, and three years of clerical experience.

Possession of a valid Class C California Driver’s license by the time of appointment is required.

Highly Desirable

- ◆ Work experience in a governmental/municipal setting, specifically in a public safety department.
- ◆ AA Degree.
- ◆ Administrative assistant experience.

Compensation and Benefits

The annual salary is \$54,993 - \$66,845 depending on qualifications. Salary and benefits are pro rated for the part-time position in the Fire Department. Current benefit features include:

- Cal PERS Retirement Benefit*
 - Classic Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
 - New Employees - 2% @ 62 benefit, 3 yr. final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/dependents includes \$1,521.95/month for medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefit summary can be found online at Fremont.gov or by using this link:

Benefit Summary

This is a FACE position with a six month (6) probationary period.

*Refer to CalPERS web site for complete definitions of Classic and New employees:

Application Instructions

To be considered for one or both of these positions, submit a **completed City application, resume and supplemental questionnaire:**

- ◆ Through our online application system at www.fremont.gov/employment or;
- ◆ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

The application deadline is July 19, 2013 at 12 noon. Interested applicants are encouraged to apply immediately.

Administrative Assistant - Supplemental Questionnaire

GENERAL INFORMATION:

The completion of this supplemental questionnaire is **REQUIRED** for your application to be considered for the Administrative Assistant position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Administrative Assistant. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

DIRECTIONS:

Please respond to each of the following questions. Place your full name and the position you are applying for at the top of each page. Include the name of your employer, your job title, and the dates you performed the described experience in your response to each question. **If you apply online, you will have space to insert your answers and will not need to attach a separate copy.**

1.

Are you applying for the F/T Police position?

☐ No

☐ Yes
2.

Are you applying for the P/T Fire position?

☐ No

☐ Yes
3.

Are you applying for both positions?

☐ No

☐ Yes
4.

How many years of experience do you have researching and maintaining confidential information?

☐ None

☐ Less than 1 year

☐ 1-3 years

☐ 4-9 years

☐ 10 or more years
5.

What is your skill level in Microsoft Word?

☐ No proficiency

☐ Beginning

☐ Intermediate

☐ Advanced

☐ Expert

6.

What is your skill level in Microsoft Excel

☐ No proficiency

☐ Beginning

☐ Intermediate

☐ Advanced

☐ Expert
7.

In 500 words or less, describe a research project you completed.
8.

In 500 words or less, describe your process for staying organized while managing several tasks and reporting to more than one supervisor.